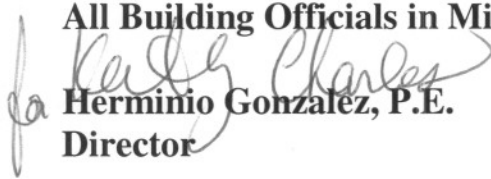


BUILDING CODE COMPLIANCE OFFICE
METRO-DADE FLAGLER BUILDING
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MIAMI, FLORIDA 33130-1563
(305) 375-2901 FAX (305) 375-2908CONTRACTOR LICENSING SECTION
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MEMO

TO: All Building Officials in Miami Dade County

FROM:  Herminio Gonzalez, P.E.
Director

DATE: June 23, 2006

SUBJECT: Notification of Building Department Personnel Utilization

It has come to the attention of this Office, that procedures for notifying the Building Code Compliance Office (BCCO) regarding the utilization of building department personnel is not always being followed. In some instances, this oversight resulted in inspections being performed by individuals not certified within the specific jurisdiction of the municipality.

It is required by Chapter 8 of the Code of Miami-Dade County that the Building Official must notify the BCCO whenever a new inspector or plans examiner joins their Department, whether that individual is a new hire or a transfer from another municipality or contract firm.

- In determining the method of suitable notification to BCCO regarding building department personnel, the procedures provided herein should be used.
- In the event that the plans examiner or inspector is currently certified by the Board of Rules and Appeals (BORA) and is to be assigned duties in the category of their certification, the notification to BCCO can be in the form of a letter, facsimile or e-mail. The communication must originate from the Building Official or Appointing Authority and contain information regarding the name and category of certification being requested for the specific inspector or plans examiner.
- If, on the other hand, the individual is either not currently certified by BORA or is to be used in a capacity other than their currently held certification category, a complete BORA Certification Application Form must be completed and submitted to BCCO.
- In either case BCCO must either issue or deny a Temporary Certification within ten (10) days of the receipt of the request for certification. The Building Official may not allow the applicant plans examiner

Memo to All Building Officials

June 23, 2006

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or inspector to commence with the performance of duties associated with Florida Statute 468 until a Temporary Certification is granted.

Failure to follow these procedures could result in plans or inspections being invalidated, requiring subsequent and review by certified personnel as well as, disciplinary actions being pursued.

If you have any questions please contact Michael Goolsby, of my staff for more information.